



**Department of Community Development**

**Request for Qualifications (RFQ)**

Date of Issue: **December 16, 2012**

Due Date: **January 29, 2013**

**Southside Revitalization Project – Homebuilders**

Through this RFQ, the City of Durham is requesting qualifications from experienced homebuilders to construct for sale homeownership units in the Southside neighborhood revitalization area.

Questions about this RFQ should be directed to:

<b>Project Manager</b>	Shepherd Smith
<b>Title</b>	Project Manager
<b>Department</b>	Department of Community Development
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**10. Date of RFQ:** The date of issuance is December 16, 2012 and the due date for submitting proposals is January 29, 2013.

**20. Project Manager and Contact with City; Questions about this RFQ.** Direct questions and concerns to:

Attn: Shepherd Smith, Project Manager  
Department of Community Development  
807 E. Main Street, Suite 2-200  
Durham, NC 27701

Phone: (919) 560-4570, ext. 22227

Fax: (919) 560-4090

Email: [shepherd.smith@durhamnc.gov](mailto:shepherd.smith@durhamnc.gov)

### **DESCRIPTION OF PROJECT AND NATURE OF RFQ**

**30. Project.** The Southside neighborhood revitalization project is the most ambitious initiative of its kind ever undertaken by the City of Durham. The entire project area as shown on Exhibit A, encompasses approximately 125 acres and is generally bounded by Lakewood Avenue on the north, the American Tobacco Trail on the west, Umstead Street on the south and Fayetteville Street on the east. The former 19-acre Rolling Hills site is located in the northeast quadrant of the project area.

While it has affordable housing elements, the Southside initiative is first and foremost a neighborhood revitalization project having the objective of attracting long term private investment. To accomplish this objective, high quality and attractive homeownership and rental development targeting a broad range of incomes is planned for the neighborhood. Given its downtown location and its proximity to North Carolina Central University (NCCU) and the Durham freeway, the relatively compact neighborhood is ideally positioned for future residents seeking to live near their work and amenities. The American Tobacco Campus, the Durham Bulls Athletic Park and the Durham Performing Arts Center are within walking distance.

Creating a mixed-income neighborhood attracting new homeowners and renters having geographic choice was one of the driving visions behind the Request for Qualifications (RFQ) issued by the City to select an experienced rental developer for the Rolling Hills site. Through the RFQ, the City selected St. Louis-based McCormack Baron Salazar (MBS) for the rental component of the Southside project. <http://www.mccormackbaron.com> MBS is one of the nation's leading for-profit developer of economically integrated urban neighborhoods. It has projects in 36 cities across the U.S. with a total development investment of \$2.5 billion in 16,557 residential units and 1.3 million square feet of commercial space. MBS manages its portfolio through McCormack Baron Ragan Management Services, Inc.

In June 2012, the Durham City Council approved an agreement with MBS for it to develop two phases of mixed-income rental housing on the former Rolling Hills site. Site preparation for the first phase is underway with vertical construction to follow. Phase I will consist of 119 rental units and 13 "live-work" units in twelve buildings. Eighty of the rental units are affordable Low Income Housing Tax Credit units serving households with incomes at or below 60% AMI. The affordable units are not designated but rather, are floating units. Buildings range from a four story elevator building with 35 units to a three-unit townhouse style building. The "live-work"

units are designed to initially function solely as residential units but accommodate commercial space (or true live-work) when market conditions warrant.

The visual centerpiece of the first phase is a pond at the corner of Lakewood and Roxboro Streets that functions both as a storm water management tool and an amenity by incorporating a permanent water level and fountains. Renderings of the first phase, which will be completed in late 2013 is attached as Exhibit B.

The proposed second phase of mixed-income rental by MBS will consist of 79 units to be located adjacent to the first phase along Roxboro Street. The second phase will likely be constructed in 2015 or 2016 subject to the project receiving Low Income Housing Tax Credits.

Concurrent with the City's efforts to acquire the remaining privately-owned properties on the Rolling Hills site, the Center for Community Self-Help (Self-Help) began the acquisition of more than 100 properties in the Southside neighborhood on the west side of Roxboro Street. Self-Help primarily targeted vacant and boarded properties that were sources of blight in the neighborhood for future homeownership development.

In cooperation with the City, Self-Help issued an RFQ to select a design team to develop a family of house plans for homeownership development and to design site and infrastructure improvements to support that development. O'Brien Architecture was subsequently selected, supported by the engineering firm of Haden Stanziale. O'Brien, who was also the architect for the City's Eastway Village project, developed eight house plans in consultation with area realtors. The plans range from 1200 square feet to 1456 square feet and incorporate "hardiplank" siding, expansive front porches, generous closet space and open floor plans. To provide for indoor/outdoor living, the plans include decks or patios. Homes will feature hardwood floors, solid surface countertops and stainless steel appliances.

Within the coming weeks, the City of Durham will acquire 71 of the Self-Help owned parcels in Southside and has acquired two additional properties. The Self-Help parcels consist of 62 vacant lots and 9 lots with existing structures deemed feasible and appropriate for rehabilitation. Of the vacant lots, 47 will be subject to cut and fill and re-platted for new single family detached homeownership construction (Hillside Avenue, South Street Entry, South Street West and The Triangle on attached Exhibit C). A site plan for the homeownership development has been submitted by Haden Stanziale. The approved site plan and associated re-platting of existing lots will create a total of 48 lots for the construction of new homes. (Copies of the lot layout and grading plan are attached as Exhibits D & E).

Fifteen of the vacant lots acquired from Self-Help will be land banked for future development based on market conditions (Beamon St/Piedmont Avenue on map attached as Exhibit C). Townhouse development is one possible use that has been considered.

The 9 lots with structures are located on the south side of Piedmont Avenue between Roxboro Road and Scout Drive and consist of 102, 104, 106, 108, 110, 112, 114, 116 and 118 Piedmont Avenue (Piedmont Avenue on the attached map). Three of the structures are duplexes. The City has issued an RFQ seeking one experienced rental developer to rehabilitate the 12 units and own and manage them as a single project. The City's vision is to create a "showcase" project in terms of high quality and architecturally guided rehabilitation, a master landscape plan and the on-going maintenance of building exteriors and grounds by the developer/property manager. As noted on the map, the nine parcels comprise an entire city block.

The most significant landmark in the neighborhood is the James A. Whitted School which is adjacent to and highly visible from Roxboro Street. The school was originally constructed in the

early 1920's with an addition in the 1950's. The 98,380 square foot facility is located on a 4.062 acre site at 200 Umstead Street adjacent to the City's Hillside Park. It served as the original Hillside High School prior to housing a middle school and has been unoccupied for seven years. A Request for Proposals (RFP) was issued by Durham County in May 2012 to select a developer for the repurposing of the school.

At its November 5 work session, the Durham County Board of Commissioners authorized staff to begin negotiations with Integral Development LLC, Forty AM, Belk Architecture and the Durham Public Schools on the repurposing of the Whitted School as an intergenerational project incorporating both a pre-K school and senior housing. The proposal submitted by the development team includes a pre-K school consisting of eight classrooms and offices and work areas located on the ground floor of the east wing along with a gymnasium/cafeteria on the second floor of the east wing. The remainder of the existing building would include 49 units of senior housing, which will be connected to a newly constructed senior housing building that will include an additional 40 units.

**40. Scope of Work.** Through this RFQ, the City intends to select no more than two homebuilders to construct single-family detached homes for sale on the 48 lots referenced above. Because of the funding sources used to acquire the building sites from Self-Help and for site preparation and infrastructure improvements, not less than 51% of the homes constructed and sold must be owned and occupied by households with incomes at or below 80% of the Area Median Income (AMI) as shown on Exhibit F. However, it is the City's intent for the development to have the "look and feel" of a market rate development in order to attract buyers with higher incomes. Sales of new homes must maintain the ratio of at least 51% income qualified purchasers at all times throughout the build-out period. This means that the first two homes sold, must be sold to income qualified persons or families.

It is anticipated that the City will finance the sale of lots to the selected homebuilder(s) via a loan that will be repaid to the City at the time of closing to a homebuyer. Homebuilder(s) will be responsible for closing costs associated with purchasing lots from the City and for all fees associated with new construction.

To make sure that homes are affordable to buyers with incomes below 80% AMI, various forms of assistance will be available. Through NCHFA's New Home Loan Pool, eligible buyers will receive up to \$25,000 in the form of a 0% deferred loan payable upon re-sale and NCHFA's FirstHome Mortgage which is currently at 3.25% for a 30-year loan. Most local banks participate in NCHFA's mortgage program. NCHFA's programs will be supplemented with City of Durham amortizing second mortgage loans at 2% with a 30-year term and City of Durham forgivable second mortgage loans as needed. It should be noted however that NCHFA does not allow subsidies or assistance which would result in a front end ratio of less than 20%. A total of \$200,000 per calendar year is available to the City through this NCHFA program and the application for 2013 is pending. The City believes that the success of this project will in part be due to lenders familiarity in qualifying purchasers using the NCHFA programs.

For homebuyers with incomes between 81% and 115% AMI, NCHFA offers an \$8,000, 0% deferred loan with its FirstHome Mortgage product. For the Southside project, neither NCHFA program nor assistance from the City is limited to first time homebuyers.

Duke University has committed funding to assist its employees, particularly employees of the medical center, in purchasing new homes in the neighborhood. Tentatively, the assistance to Duke employees will be in the form of a \$10,000, 0% loan, forgiven over five years.

Working in conjunction with Duke, the selected homebuilder(s) and through other means, the Department of Community Development will strive to build a pipeline of potential buyers to result in 10-20 pre-sales by the time lots are ready for construction in the spring of 2013. Homebuilder(s) will be responsible for obtaining their own construction financing and the City of Durham cannot guarantee pre-sales.

The eight house plans designed by O'Brien Architecture range from 1,200 sq. ft. to 1,456 sq. ft. and reflect the "Craftsman" style. In August of this year, a market analysis for the Southside homeownership initiative was prepared by Development Concepts, Inc. (DCI), working in consultation with local realtors. The analysis noted that given the existing condition of the neighborhood, the housing delivered in Southside must be the best product possible to distinguish itself in the marketplace. DCI's review of the house plans found that they mostly reflect the core needs of the project with basic yet flexible floor plans to appeal to a variety of buyers. They primarily have 3 bedrooms and they include a range of square footage sizes. DCI also noted that many also incorporate key features that reflect market demand and appeal to a wide range of buyers including open floor plans and 2-3 full bathrooms.

For planning purposes, Department staff has projected builder construction costs of \$90.00 per square foot and sales prices averaging \$120.00 per square foot resulting in a range of sales prices for the eight O'Brien-designed homes of \$150,124.00 to \$164,993.00 (land costs, site prep and infrastructure improvements are excluded from the sales price). DCI found those sales prices to be very competitive within the marketplace and believed an upward adjustment in pricing might be possible. The caveat however is the lack of true comps and potential issues with appraisals.

Through this RFQ, the City anticipates selecting up to two homebuilders for the Southside project. Homebuilder(s) must have successful track records in constructing, marketing and selling homes in an urban infill neighborhood. Homes constructed by the homebuilder(s) may be the O'Brien house plans (existing and/or as modified based on DCI's recommendations) or other craftsman home plans previously constructed by the builder or otherwise available for use and approved by the Department of Community Development (DCD). Copies of the O'Brien plans and specifications are available from the DCD. All homes constructed in Southside must comply with the NCHFA's New Homes Loan Pool Unit Design Guidelines and meet HUD Energy Star or approved equivalent standards.

The method of allocating lots will be determined after the selection of the homebuilder(s). It is anticipated that approximately 10-12 lots (see Exhibit G) will be made available by the City for construction initially around the intersection of South Street, Hillside Avenue and Chestnut Street. Subsequent groups of lots to be made available will be determined by DCD and will most likely be contiguous to the initial release. However, any Homebuilder(s) who have an Offer to Purchase for a pre-sale may request any lot that the buyer selects, regardless of where it is located within the total of 48 lots. It is a requirement that each homebuilder selected build at least 2 spec or model homes on the lots that are included in the first release. Location of initial spec homes will be determined by the City with input from the homebuilder(s). As each of these homes are put under contract, it is required that construction of another spec or model home be commenced on one of the lots that have been released by DCD.

**50. Schedule.** The City intends to finalize its selection of homebuilder(s) no later than March 18, 2013.

**60. Definitions in this RFQ: City, RFQ, Proposal, Candidate, Contractor, Should.** Unless the context indicates otherwise – (a) The expressions "RFQ," "this RFQ," and "the RFQ" refer to this document as it may be amended or updated. (b) "City" and "city" mean the City of Durham.

(c) The “Proposal)” is the response of a person, firm, or corporation proposing to provide the services sought by this RFQ. (d) The word “Candidate” or “candidate” is the person, firm, or corporation that submits a Proposal or that is considering submitting a Proposal. (e) The word “Contractor” or “contractor” is the person, firm, or corporation with which the City enters into an agreement to provide the services sought by this RFQ.

**70. Contract.** The City anticipates that at the conclusion of the RFQ process a written agreement between the City and the successful candidate(s) will be executed defining the roles and responsibilities of each party.

**80. Trade Secrets and Confidentiality. NA.**

**90. Bonds.** No fidelity bond, performance bond or payment bond is required for this agreement.

**100. Insurance.** Insurance requirements are not applicable to the submittal of a Proposal.

**110. Discretion of the City.**

A. The City of Durham reserves the right to reject any or all Proposals.

B. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the contrary provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any candidate with respect to any term, condition, or provision in this document and/or in any Proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for some or all of the work with one or more persons, firms, or corporations that do not submit Proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion. This subparagraph B applies to the entire RFQ, including the SDBE portions.

C. Where the City asks or tells candidates to do stated things, such as that a Proposal should follow a stated format or that the candidate should do stated things in seeking the contract, the City may reject a Proposal because it does not comply with those requests, so the candidate is adding to its risk of rejection by non-compliance. Still, the City may, in its discretion, waive non-compliance. This subsection (C) does not limit subsections (A) and (B).

D. Of course, once an agreement is signed, the parties to the agreement may enforce the agreement according to its terms as allowed by applicable law.

## **SCHEDULE**

**120. Schedule.** The work schedule set out herein represents the City’s best estimate of the schedule that will be followed. If a component of the schedule, such as the opening date is delayed, the overall schedule will be adjusted accordingly.

**130. Keeping Proposals Open. NA.**

**140. Deadline to Submit Proposals.** Applicants should see that their Proposals are received at the following address by January 29, 2013 at 4:00 PM: 807 E. Main Street, Suite 2-200, Durham, NC 27701.

## GETTING MORE INFORMATION ON THE PROJECT AND RFQ PROCESS

**150. Questions.** Questions about the RFQ and the RFQ process should be submitted to the project manager identified at the beginning of this RFQ must be received by January 22, 2013.

**160. Pre-submittal conferences, meetings, and site visits.** A pre-submittal conference will be held at 2:00 PM January 8, 2013 at the above address.

**170. Updates and revisions to RFQ.** This RFQ and addendums are normally posted on the City's website, on the Purchasing Division's webpage posted below. Check that webpage to see that you have received all addenda. <http://durhamnc.gov/ich/as/fin/Pages/bids.aspx>

## EVALUATION CRITERIA

**180. Evaluation Criteria.** Proposals will be reviewed and evaluated on a 100 point basis as outlined below.

**190. Experience— 30 points**

**200. Financial Stability— 15 points**

**210. Capacity— 15 points**

**220. Marketing and Sales Methods – 20 points**

**230. Construction Costs and Pricing— 20 points**

## CONTENTS OF PROPOSAL

### **240. Contents of Proposal**

The Proposal should include sections, numbered as indicated below. In preparing the Proposal, applicants should refer to the evaluation criteria stated above.

1. **Contact information.** Include the applicant's name and address, and the contact information (name, mailing address, email address, fax number, and telephone number) of the person whom the City should contact regarding the proposal.

2. **Legal Status of the Applicant and Signers.** State the full, exact name of the applicant. State whether the candidate is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc. If it is anything other than an individual or a general partnership, specify the State under which the entity is organized. If the State under which the entity is organized is not North Carolina, specify whether the candidate has received a certificate of authority from the N. C. Secretary of State to transact business in North Carolina. State whether the entity is in existence at the time the proposal is submitted, and if not, whether and when the candidate intends to officially form the entity. State the names and titles of the individuals who will sign the agreement with the City.

3. **Experience.** Provide the location (street address), description and photographs of single-family home projects completed in the last three years. Homes should be craftsman style or comparable. For the homes, provide the following information:

- a. The total number of homes completed and sold within the last six years and the sales prices.



- b. Number of years as Licensed General Contractor (include copy of current license).
- c. Experience building and selling affordable housing in inner city neighborhoods. If so, how many, where?
- d. Signed references from at least three homeowners who have lived in their home for more than a year using the Homeowners References form which is included as Exhibit H.

**4. Financial Stability.** Disclose and explain the following as applicable:

- a. Current financial default of more than sixty (60) days duration.
- b. Mortgage assignment or workout arrangement.
- c. Foreclosure, or deed in lieu of foreclosure within past 7 years.
- d. Bankruptcy within past 7 years.
- e. Litigation relating to financing or construction of a project, which is pending or which was adjusted with a finding of liability against the builder, including mechanic's and materialmen's lien litigation.
- f. Real estate tax delinquencies (past 2 years).
- g. Explanation for any projects not completed within budget.

**5. Capacity.** Describe the builder's capacity to complete and market single-family homes in a timely manner and within budget.

- a. Based on the assumption of having pre-sales, indicate the maximum number of homes that the builder could have under construction at any one time in Southside.
- b. Based on the assumption of having pre-sales or any other factors, indicate the optimal number of homes that the builder would have under construction at any one time in Southside.
- c. Based on the assumption of no pre-sales, indicate the number of speculative homes that the builder can and would have under construction at any one time (minimum of 2).
- d. Provide a letter from a recognized lender evidencing the availability and amount of construction financing available should the builder be selected for the Southside project.
- e. Indicate all other homebuilding commitments projected for 2013 or beyond, i.e., lots acquired or under contract.

**6. Marketing and Sales Methods.** Describe the firm's methods of marketing and selling homes, including the use of advertising, realtors, open house hours, etc.

- a. General description of the builder's understanding of the project.
- b. Narrative describing why the builder is interested in this project.
- c. Describe in detail the firm's proposal for marketing this project using each of the following two scenarios.
  - 1. Assume that one builder is chosen to build out all 48 lots.
  - 2. Assume that two builders are chosen to participate in the construction of the 48 lots.
- d. Be specific and include the financial marketing/advertising financial contribution the firm is willing to make under each of the above scenarios.
- e. Please provide a construction schedule for simultaneous completion of O'Brien plans C and G.
- f. Action or marketing plan to maximize sales velocity.
- g. Do you have an established relationship with a lender included on the North Carolina Housing Finance Agency preferred lender list? If yes, please provide contact information for that individual and documentation of the

lender's experience with NCHFA mortgage financing (ie. number of loans closed).

## **7. Construction Costs and Pricing**

- a. Provide a construction cost breakdown for O'Brien Plans C and G inclusive of builder overhead and profit and a suggested listing price. For cost estimating purpose, a level and fully prepared building lot should be assumed at a purchase price to the builder of \$15,000 per lot. Please use the following for estimating purposes:

Plan C – elevation C1, column #8, rail #4B, accent material #3 (see cover sheet), brick #1 (Hertford – see specs). Assume the stairs will need rails (4 or more risers).

Plan G – elevation G3, column #5, rail #2B, no accent material, brick #2 (Camnbridge – see specs.). Assume the stairs will need rails (4 or more risers).

Plan G Corner Porch – elevation G4, column #1, rail #1A, accent material #1 (see cover sheet), brick #3 (Cape Cod – see specs). Assume stairs will not need rails (3 risers) and will have brick cheek walls per the drawings.

- b. For any builder wishing to use an alternate house plan, to be approved by DCD, provide a construction cost breakdown for each craftsman style home previously constructed or available to be constructed in Southside. For cost estimating purposes, a level and fully prepared building lot should be assumed at a purchase price to the builder of \$15,000 per lot.

Note: The award of points for this section will be solely based on item a. above. Any additional pricing information for alternate plans will be provided for informational purposes only.

## **8. Assumptions regarding City of Durham Actions and Participation. NA.**

**9. Equal Business Opportunity Program.** It is the policy of the City to provide equal opportunities for City contracting for small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of such discrimination. The policy applies to all professional services categories.

For homebuilding in the Southside project, MSDBE goals and WSDBE goals will be established after building cost estimates have been received with proposals. Each respondent must submit an Equal Business Opportunity Plan which is a narrative document that shall address the following issues:

- Use of the City of Durham SDBE database.
- Provision of written notice to all SDBE's listed in the City of Durham database that might perform the work to be subcontracted.
- Selection of feasible portions of work to be performed by M/WBE's.
- Consideration of all proposals received from M/WBE's.
- Provision of assistance in reviewing applicable plans, specifications and descriptions of items in a proposed project.

- Advertisement in general circulation, trade association and minority/women focus media in concerning subcontracting opportunities.
- Timeliness of advertisements to permit sufficient time for response by SDBE's.
- Provision of written notice to a reasonable number of specific SDBE's that their interest is being solicited in sufficient time for effective participation.
- Follow-up to determine with certainty SDBE interest in participation in project.
- Use of available minority/women small disadvantaged business community organizations, contractor groups; local, state and federal business assistance offices; and other organizations that provide assistance in recruitment and placement of SDBE's.
- Voluntary efforts by your firm to increase the number of minorities and women at the higher skill responsibility levels within the firm.

In accordance with the Ordinance, all contractors are required to provide information requested in the "SDBE Professional Services Forms" package, which has been included with this Request for Proposals in Appendix A. **Proposals that do not contain the appropriate, completed "Professional Services Forms" may be deemed non-responsive and ineligible for consideration.** The "Declaration of Performance," "Participation Documentation," Managerial Profile," "Equal Opportunity Statement" and the "Employee Breakdown" documents are required of all proposers. In lieu of "Employee Breakdown," contractors may submit a copy of the current EEO-1 form (corporate basis). Other forms in the package should be used as needed.

The Department of Equal Opportunity/Equity Assurance is responsible for the Equal Business Opportunity Program. All questions about "SDBE Professional Services Forms" should be referred to Deborah Giles or other department staff at (919) 560-4180.

**10. Conflict of Interest.** If the candidate has any grounds to believe there could be a conflict of interest, such as that a City employee who is involved in awarding the contract has a connection with the candidate, please explain.

**11. Non-collusion.** This RFQ constitutes an invitation to bid or propose. Sign the following and include it with your response:

The City of Durham prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, \_\_\_\_\_ affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this submittal. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature: \_\_\_\_\_

## **COVER LETTER WITH QUALIFICATIONS**

**250. Cover letter.** The proposal should contain a cover letter, signed by a principal of the candidate. The cover letter should contain the following statements:

“The undersigned, whose title and position with the candidate are stated next to or beneath his or her signature, has the authority to submit these Qualifications (including this cover letter) on behalf of the candidate in response to the City of Durham’s Request for Qualifications. Our Qualifications accepts the terms and conditions stated in the RFQ, including the description of services to be performed and the provisions of the agreement to be signed.”

The cover letter should contain the paragraph:

“The candidate is not submitting any trade secrets to the City in connection with this proposal or the contract; if the agreement is awarded to the candidate, the candidate will not submit any trade secrets to the City in connection with this proposal or the agreement. The candidate acknowledges that the City will rely on the preceding sentence.”

**260. Addendums.** The cover letter should list the last addendum that the City issues for this RFQ, with a statement such as *The undersigned candidate has read all the addendums issued by the City for this RFQ, through and including Addendum No. \_\_\_\_.* In that blank the candidate should list the number of the last addendum.

## **HOW TO SUBMIT A REQUEST FOR QUALIFICATIONS**

### **270. How to submit a Request For Qualifications.**

Applicants should submit their proposal in a sealed envelope. The envelope should be addressed for delivery to the Project Manager at the address shown in the “Project Manager and Contact with City” section at the beginning of this RFQ.

Write the following prominently on the outside of the envelope: “Request for Qualifications for Southside Homebuilders”

Proposals are to be received no later than 4 PM, January 29, 2013. Submittals should not be made by email or fax.

**280. Format.** No format is specified. One original and five copies of the Proposal should be submitted.

**290. Alternative Proposals.** NA

**300. Candidate to Bear Expense; No Claims against City.** No candidate will have any claims or rights against the City arising out of the participation by a candidate in the RFQ process. No candidate will have any claims or rights against the City for the City’s failure to award a contract to it or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFQ process or did not submit a Proposal that complied with the RFQ. A notice of award will not constitute acceptance by the City; the City’s only method of acceptance is the City’s execution of a formal contract in accordance with law.

**310. Privilege License.** The City’s practice is that if a City privilege license is required to perform the work under the agreement, the candidate needs to obtain the license before the City will sign the agreement. For information on this license, call (919) 560-4700 or see [http://www.durhamnc.gov/departments/finance/business\\_license.cfm](http://www.durhamnc.gov/departments/finance/business_license.cfm). A current license is not required to submit the Proposal.

**320. Notice Under the Americans with Disabilities Act (ADA).** The City of Durham will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities. The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities. The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in the City program, service, or activity, should contact Ms. Stacey Poston, ADA Coordinator, voice 919-560-4197, fax 560-4196, TTY 919-560-1200, or [Stacey.Poston@durhamnc.gov](mailto:Stacey.Poston@durhamnc.gov), as soon as possible but no later than 48 hours before the scheduled event.

# Exhibit A

## Rolling Hills/Southside Redevelopment Area

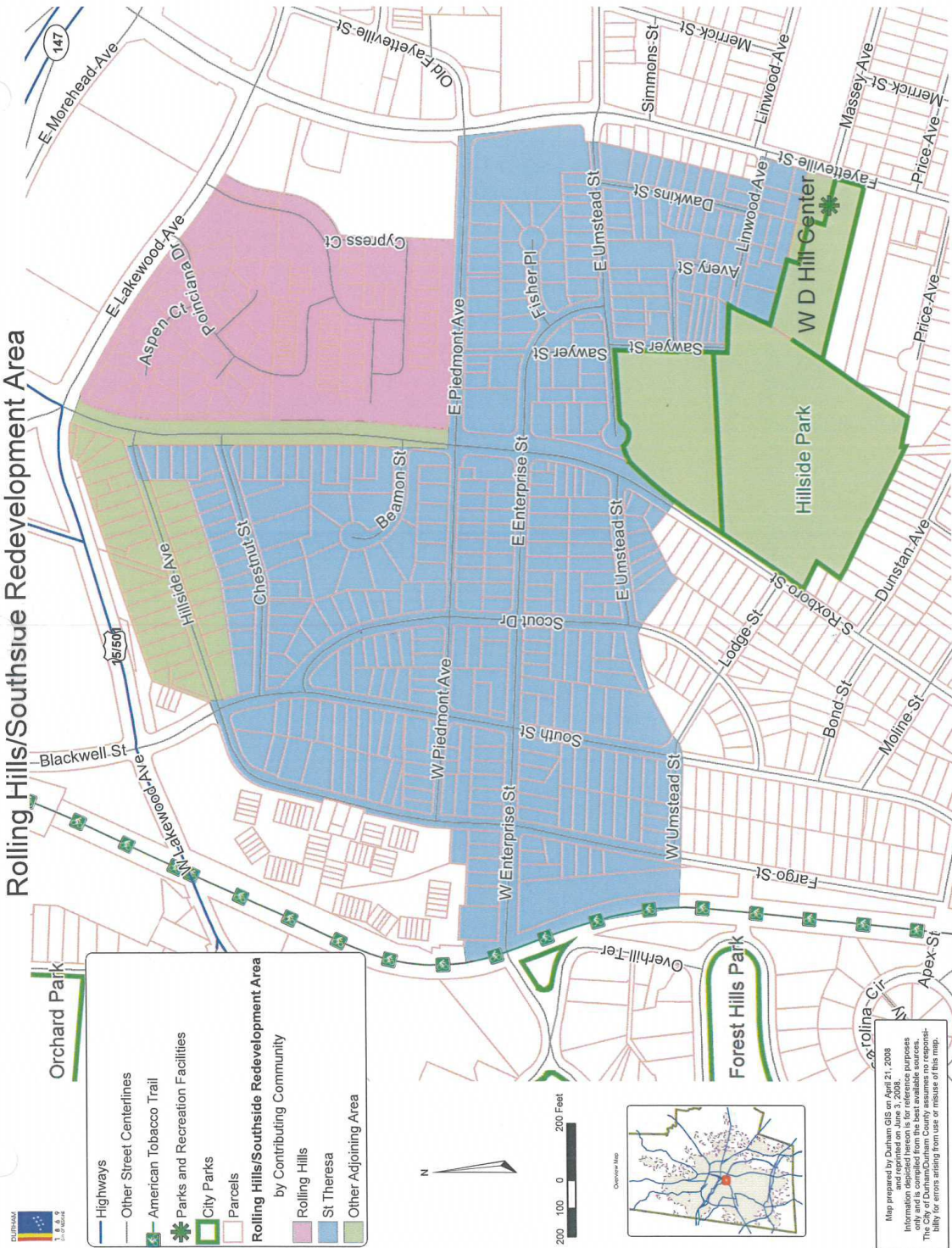




Exhibit B



# Exhibit C









# Exhibit F

U.S. DEPARTMENT OF HUD 02/23/2012

STATE: NORTH CAROLINA PROGRAM

Asheville, NC HUD Metro FMR Area  
30% LIMITS

VERY LOW INCOME  
60% LIMITS  
LOW INCOME

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
11,700	13,350	15,050	16,700	18,050	19,350	20,700	22,050
19,500	22,300	25,050	27,850	30,100	32,300	34,550	36,750
23,400	26,760	30,060	33,420	36,120	38,760	41,460	44,100
31,200	35,650	40,100	44,550	48,100	51,700	55,250	58,800
14,450	16,500	18,550	20,600	22,250	23,900	25,550	27,200
24,050	27,500	30,950	34,350	37,100	39,850	42,600	45,350
28,860	33,000	37,140	41,220	44,520	47,820	51,120	54,420
38,500	44,000	49,500	54,950	59,350	63,750	68,150	72,550

Durham, NC HUD Metro FMR Area

30% LIMITS  
50% VERY LOW INCOME  
60% LIMITS  
80% LOW INCOME

14,450	16,500	18,550	20,600	22,250	23,900	25,550	27,200
24,050	27,500	30,950	34,350	37,100	39,850	42,600	45,350
28,860	33,000	37,140	41,220	44,520	47,820	51,120	54,420
38,500	44,000	49,500	54,950	59,350	63,750	68,150	72,550

Income Calculations:

U.S. DEPARTMENT OF HUD 2/2012



Exhibit H

**Homeowner References**

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Phone \_\_\_\_\_ Email \_\_\_\_\_
4. When did you purchase your home? \_\_\_\_\_
5. Was the home under construction or complete when you purchased it? \_\_\_\_\_
  - a. If under construction, what was the percent complete? \_\_\_\_\_
6. Did construction progress on schedule? \_\_\_\_\_
7. Was this builder willing to make requested changes? \_\_\_\_\_
8. Were any requested changes structural in nature? \_\_\_\_\_
9. Were any changes cosmetic in nature? \_\_\_\_\_
10. Did you consider the charges for the changes reasonable? \_\_\_\_\_
  - a. If not, why not? \_\_\_\_\_
11. Have you experienced any problems with your new home? \_\_\_\_\_
  - a. If so, what were they? \_\_\_\_\_
12. Were the problems resolved by the builder to your satisfaction? \_\_\_\_\_
  - a. Were problems resolved quickly? \_\_\_\_\_
13. Were any problems covered under the one year builder's warranty? \_\_\_\_\_
  - a. Was the builder responsive to you? \_\_\_\_\_
14. What attracted you to this builder? \_\_\_\_\_
15. Would you buy another home constructed by this builder? \_\_\_\_\_
16. Would you recommend this builder to your friends/family? \_\_\_\_\_
17. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix A

### SECTION 3 AND LOCAL HIRING

#### Section 3 Clause Compliance in the Provision of Training, Employment, and Business Opportunities

a. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. C 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project. It is a goal of this project that 30% of new hires be Section 3 residents.

b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment and training.

d. The Contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors or assigns to those sanctions specified by the grant or loan agreement of contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

Contractors and subcontractors are required to submit Section 3 Certification Forms (Attachment 1 and 2) and Section 3 Plan (Attachment 3 along with completion of Table A and Table B).

### **Section 3 Affirmative Action Plan**

\_\_\_\_\_ agrees to implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and businesses within the project area.

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the project area the necessary number of lower income residents (**30% of new hires**) through: **the Southside Section 3 database, the Durham Housing Authority database and the Durham JobLink Career center**, Local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service.
- C. To maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 plan in all bid documents, and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- E. To insure that subcontracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project areas, are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors and trade associations to secure their cooperation for this program.
- G. To insure that all appropriate project area business concerns are notified of pending subcontractual opportunities.
- H. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- I. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- J. To list on Table A information related to subcontracts to be awarded.
- K. To list on Table B, all projected workforce needs for all phases of this project by occupation, trade, skill level and number of positions.

As officers and representatives of \_\_\_\_\_  
(Name of Contractor)

We the undersigned have read and fully agree to this Affirmative Action Plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CITY OF DURHAM**

**SMALL DISADVANTAGED BUSINESS ENTERPRISE**

**PROFESSIONAL SERVICES FORM**



**Equal Opportunity/ Equity Assurance Department**

**Mailing Address:**

101 City Hall Plaza  
Durham, North Carolina 27701

**Street Address:**

302 E. Pettigrew Street, Suite C-180  
Durham, North Carolina 27701

**Phone:** (919) 560-4180

**Facsimile:** (919) 560-4513



## **CITY OF DURHAM EQUAL BUSINESS OPPORTUNITY PROGRAM**

### **Policy Statement**

It is the policy of the City to provide equal opportunities for City contracting to small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct the present effects of past discrimination and to resolve complaints of discrimination.

### **Goals**

To increase the dollar value of all City contracts for goods and services awarded to small disadvantaged business enterprises, it is a desire of the City that the contractor will voluntarily undertake efforts to increase the participation of socially and economically disadvantaged individuals at higher skill and responsibility levels within non-minority firms engaged in contracting and subcontracting with the City.

The Equal Opportunity/Equity Assurance Director shall establish project specific goals for each project or contract based upon the availability of small disadvantaged business enterprises (SDBE's) within the defined scope of work, delineated into percentages of the total value of the work.

## **Equal Business Opportunity Ordinance SDBE Participation Documentation**

If applicable information is not submitted with your proposal, your proposal will be deemed non-responsive.

**Declaration of Performance** must be completed and submitted with your proposal.

**SDBE Participation Documentation** must be used to document participation of Small Disadvantaged Business Enterprise (SDBE) on Professional Services projects. All SDBEs must be certified by the City of Durham's Equal Opportunity/Equity Assurance Department prior to submission date. If a business listed has not been certified, the amount of participation will be reduced from the total utilization.

**Managerial Profile** must be used to list the managerial persons in your workforce who will be participating in this project.

**Equal Employment Opportunity Statement** for your company must be completed and submitted with your proposal.

**Employee Breakdown** must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

**Letter of Intent to Perform as a Sub-consultant/Subcontractor** must be completed for SDBEs proposed to perform on a contract. This form must be submitted with the proposal.

### **Post Proposal Submission SDBE Deviation**

Post proposal submission SDBE deviation participation documentation must be used to report and deviation from SDBE participation either prior to or subsequent to startup of the project. The Equal Opportunity/Equity Assurance Department must be notified if the proposed sub-consultant/subcontractor is unable to perform and for what reasons. Substitutions of sub-consultants/subcontractor, both prior to and after awarding of a contract, are subject to City approval.

### **SDBE Goals Not Met/Documentation of Good Faith Efforts**

It is the responsibility of consultants/contractors to make good faith efforts. Good Faith Efforts means the sum total of efforts by a particular business to provide equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors.

Whenever contract alternatives, amendments or extra work orders are made individually or in the aggregate, which increase the total value of the original contract, the consultant must make a good faith effort to increase SDBE participation such that the amounts subcontracted are consistent with the established goals.

# **SELECTION OF CONSULTANTS/CONTRACTORS FOR ARCHITECTURAL/ENGINEERING AND OTHER PROFESSIONAL SERVICES**

## **Goal**

The purpose is to provide Small Disadvantaged Businesses equal opportunities for participation on City of Durham contracts.

## **Definition of the Scope of the Selection Policy**

The Equal Opportunity/Equity Assurance Director shall establish SDBE participation goals for each contract to be awarded by the City. Project specific goals for each project or contract will be based upon the availability of small disadvantaged business enterprises (SDBE's) within the defined scope of work, delineated into percentages of the total value of the work.

## **Small Disadvantaged Business Proposal Requirements**

The prime consultant/contractor shall submit a proposal in accordance with the City of Durham's Request for Qualifications. In addition, the prime consultant/contractor must submit all required Professional Services SDBE Forms.

## **Selection Committee for Professional Services**

A selection committee shall be established to be composed of the following: City Manager or a designated representative of this office; Director of Finance or a designated representative of this office; department head responsible for the project; City Engineer if engineering services are involved; the Equal Opportunity/Equity Assurance Director and Purchasing Manager. Other representatives shall be called upon as needed based on their areas of expertise.

The committee shall screen the proposals based on the following criteria:

1. Firms; interest in the project;
2. Current work in progress by firm;
3. Past experience with similar projects;
4. General proposal for carrying out the required work;
5. Designation of key personnel who will handle the project, with resume for each;
6. Proposed associate consultants/contractor, SDBE subconsultants;
7. Indication of capability for handling project;
8. Familiarity with the project;
9. Fees that have been charged for recent comparable projects;
10. References;
11. SDBE Participation; and
12. Documentation of Good Faith efforts.

After ranking the firms presenting proposals based on the above criteria, interviews will be conducted by the selection committee with the top ranked firms (3-5). The contracting department will make the final recommendation, prepare contracts for review by the City Attorney, and prepare the recommendation for the City Council including the following:

1. Description and scope of the project;
2. Recommended firm;
3. Contract cost;
4. Time limits;
5. Basis for selection;
6. Source for funding;
7. Equal Business Opportunity Ordinance compliance; and
8. Recommendation that the contract be approved by the City Council.

### **Contract Award**

A provision must be written in each contract with an architect or engineer requiring them to work with Equal Opportunity/Equity Assurance Department in creating and identifying separate work.

### **Project Evaluation**

An evaluation shall be made of each contract after its completion to be used in consideration of future professional services contracts. The evaluation shall cover appropriate items from the check list for ranking applicants. A copy of the evaluation shall be given to the consultant, and any comment he/she cares to make shall be included in the files.

## **DECLARATION OF PERFORMANCE BY CONSULTANT/CONTRACTOR**

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:
  
2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:
  
3. List anyone outside of your company with whom you will contract on this bid:

The undersigned consultant/contractor certifies that: (check appropriate box)

- a) \_\_\_\_\_ It is the normal business practice of the consultant/contractor to perform all elements of the contract with its own workforce without the use of subcontractors/vendors; and
  
- b) \_\_\_\_\_ That the above documentation demonstrates this *firm's* capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.
  
- c) \_\_\_\_\_ The vendor/contractor will use a subconsultant(s) in the fulfillment of this scope of work.

---

**Date**

**Authorized Signature**

**PARTICIPATION DOCUMENTATION  
(TO BE COMPLETED BY PRIME CONSULTANT/CONTRACTOR ONLY)**

<b>Names of all firms (including prime and sub consultants/ Sub contractors)</b>	<b>Location</b>	<b>SDBE Firm Yes/No</b>	<b>Nature of Participation</b>	<b>% of Project Work</b>

**TOTAL:** \_\_\_\_\_

\_\_\_\_\_  
**Name - Authorized Officer of Prime Consultant/Contractor Firm (Print/Type)**

\_\_\_\_\_  
**Signature - Authorized Officer of Prime Consultant/Contractor Firm**

\_\_\_\_\_  
**Date**

## MANAGERIAL PROFILE

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date: \_\_\_\_\_

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition\* of the City of Durham's Equal Business Opportunity Ordinance.

### Managerial Employees

NAME	POSITION	SOCIALLY/ECONOMICALLY DISADVANTAGED* (YES/NO)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\* M-Minority (African American), W-Woman, Other-H-Hispanic, AI-American Indian, AS-Asian American, Handicapped

## **EQUAL OPPORTUNITY STATEMENT**

(You may submit your organization's EEO policy in lieu of this sheet)



## EMPLOYEE BREAKDOWN

### Part A – Employee Statistics for the Primary Location

#### MALES

#### FEMALES

Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

### Part B – Employee Statistics for the Consolidated Company (*See instructions for this form on whether this part is required.*)

#### MALES

#### FEMALES

Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

EEO-1 Report may be submitted in lieu of this form

## Letter of Intent to Perform as a Sub-Consultant

The undersigned intends to perform work in connection with the above project as a SDBE:

Minority (African American) • Woman • Hispanic •  
American Indian • Asian American • Handicapped •

The SDBE status of the undersigned is certified by the City of Durham as identified by the attached copy of certification or the attached SDBE Contractor Identification List supplied by the EO/EA Department.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

<u>ITEMS</u>	<u>PROJECTED COMMENCEMENT DATE</u>	<u>PROJECTED COMPLETION DATE</u>

The undersigned will subcontract \_\_\_\_\_% of the dollar value of this contract to a SDBE subconsultant/subcontractor and/or non-SDBE subconsultant/subcontractor.

The undersigned will enter into a formal agreement in the amount of \$\_\_\_\_\_ for the above work with you, conditioned upon your execution of a contract with the City of Durham.

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

## REQUEST TO CHANGE SDBE PARTICIPATION

Project: \_\_\_\_\_

Name of bidder or consultant: \_\_\_\_\_

Name and title of representative bidder or consultant: \_\_\_\_\_

Address (including zip code): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Total amount of original contract, before any change orders or amendments: \_\_\_\_\_

Total amount of the contract, including all approved change orders and amendments to date, but not counting the changes proposed in this form: \_\_\_\_\_

Dollar amount of changes proposed in this form: \_\_\_\_\_

The proposed change (*check one*) ☐ **increases** ☐ **decreases** the dollar amount of the bidder's/consultant's contract with the City.

Does the proposed change decrease the SDBE participation? (*check one*) ☐ **yes** ☐ **no**

If the answer is **yes**, complete the following:

**BOX A. For the subcontract proposed to be changed (increased, reduced, or eliminated):**

Name of subconsultant: \_\_\_\_\_

Goods and services to be provided before this proposed change: \_\_\_\_\_

Is it proposed to eliminate this subcontract? ☐ yes ☐ no

If the subcontract is to be increased or reduced, describe the nature of the change (*such as adding \$5,000 in environmental work and deleting \$7,000 in architectural*):  
\_\_\_\_\_  
\_\_\_\_\_

Dollar amount of this subcontract before this proposed change: \_\_\_\_\_

Dollar amount of this subcontract after this proposed change: \_\_\_\_\_

This subconsultant is (*check one*):

☐ 1. City-certified Black-owned SDBE

- ☐ 2. City-certified Women-owned SDBE
- ☐ 3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as:
  - 3(a) ☐ Black-owned SDBE      3(b) ☐ Women-owned SDBE
- ☐ 4. not a City-certified SDBE

**BOX B. Proposed subcontracts other than the subcontract described in Box A above**

Name of subcontractor for the new work:

\_\_\_\_\_

Goods and services to be provided by this proposed subcontract:

\_\_\_\_\_

\_\_\_\_\_

—

Dollar amount proposed of this proposed subcontract:

\_\_\_\_\_

This subcontractor is (*check one*):

- ☐ 1. City-certified Black-owned SDBE
- ☐ 2. City-certified women-owned SDBE
- ☐ 3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as:
  - 3(a) ☐ Black-owned SDBE      3(b) ☐ Women-owned SDBE
- ☐ 4. not a City-certified SDBE

*Add additional sheets as necessary.*

**SDBE GOALS NOT HAVING BEEN MET. The following information must be presented by the consultant concerning good faith efforts taken.**

It is the responsibility of consultants to make good faith efforts. Any act or omission by the City shall not relieve them of this responsibility. For future efforts, it shall be comprised of such efforts which are proposed to allow equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors. The City Manager shall apply the following criteria, with due consideration of the quality, quantity, intensity and timeliness of efforts of consultants/contractors, in determining good faith efforts to engage SDBEs along with other criteria that the City Manager deems proper:

Name \_\_\_\_\_ of \_\_\_\_\_ Bidder:

*If you find it helpful, feel free to attach pages to explain your answers. **How many pages is your firm attaching to this questionnaire?** \_\_\_\_\_ (Don't count the 2 pages of this questionnaire.)*

***If a yes or no answer is not appropriate, please explain the facts. All of the answers to these questions relate only to the time before your firm submitted its bid or proposal to the City. In other words, actions that your firm took after it submitted the bid or proposal to the City cannot be mentioned or used in any answers.***

**1. SOLICITING SDBEs.**

(a) Did your firm solicit, through all reasonable and available means, the interest of all SDBEs certified (that is, in the City's database) in the scopes of work of the contract? ☐ **yes**  
☐ **no**

(b) In such soliciting, did your firm advertise? ☐ **yes** ☐ **no** Are you attaching copies to this questionnaire, indicating the dates and names of newspaper or other publication for each ad if that information is not already on the ads? ☐ **yes** ☐ **no**

(c) In such soliciting, did your firm send written (including electronic) notices or letters? Are you attaching one or more sample notices or letters? ☐ **yes** ☐ **no**

(d) Did your firm attend the pre-bid conference? ☐ **yes** ☐ **no**

(e) Did your firm provide interested SDBEs with timely, adequate information about the plans, specifications, and requirements of the contract? ☐ **yes** ☐ **no**

(f) Did your firm follow up with SDBEs that showed interest? ☐ **yes** ☐ **no**

(g) With reference to the SDBEs that your firm notified of the type of work to be subcontracted --

Did your firm tell them:

- (i) the specific work your firm was considering for subcontracting? ☐ **yes** ☐ **no**
- (ii) that their interest in the contract is being solicited? ☐ **yes** ☐ **no**
- (iii) how to obtain and inspect the applicable plans and specifications and descriptions of items to be purchased? ☐ **yes** ☐ **no**

## **2. BREAKING DOWN THE WORK.**

(a) Did your firm select portions of the work to be performed by SDBEs in order to increase the likelihood that the goals would be reached? ☐ **yes** ☐ **no**

(b) If **yes**, please describe the portions selected.

**ANSWER:**

## **3. NEGOTIATION.**

In your answers to 3, you may omit information regarding SDBEs for which you are providing Form E-105.

(a) What are the names, addresses, and telephone numbers of SDBEs that you contacted?

**ANSWER:**

(b) Describe the information that you provided to the SDBEs regarding the plans and specifications for the work selected for potential subcontracting.

**ANSWER:**

(c) Why could your firm not reach agreements with the SDBEs that your firm made contact with? Be specific.

**ANSWER:**

## **4. ASSISTANCE TO SDBEs ON BONDING, CREDIT, AND INSURANCE.**

(a) Did your firm or the City require any subcontractors to have bonds, lines of credit, or insurance? ☐ **yes** ☐ **no**

(Note: In most projects, the City has no such requirement for *subcontractors*.)

(b) If the answer to (a) is **yes**, did your firm make efforts to assist SDBEs to obtain bonds, lines of credit, or insurance? ☐ **yes** ☐ **no** If **yes**, describe your firm's efforts.

**ANSWER:**

(c) Did your firm provide alternatives to bonding or insurance for potential subcontractors?

☐ **yes** ☐ **no** If **yes**, describe.

**ANSWER:**

**5. GOODS AND SERVICES.** What efforts did your firm make to help interested SDBEs to obtain goods or services relevant to the proposed subcontracting work?

**ANSWER:**

## **6. USING OTHER SERVICES.**

(a) Did your firm use the services of the City to help solicit SDBEs for the work?

☐ **yes** ☐ **no** Please explain.

**ANSWER:**

(b) Did your firm use the services of available minority/women community organizations, minority and women contractors' groups, government-sponsored minority/women business assistance agencies, and other appropriate organizations to help solicit SDBEs for the work?  
☐ **yes**   ☐ **no**   Please explain.

**ANSWER:**